

Nebraska Information Technology Commission

Project Proposal Form

New or Additional State Funding Requests
for ~~the FY2001-03 Biennial Budget~~ **Information Technology Projects**

Project Title	
Agency/Entity	

Project Proposal Form

General instructions for completing this form:

Sections I, II, III and IX are mandatory and must be completed for every project. For all other sections, the proposing entity may use its best judgement in consideration of the project's size and scope to determine those narrative elements that are non-essential in terms of evaluating the project. To indicate, write "Not Applicable" and provide a short rationale About this form...

why the narrative element is not germane to the project and its evaluation. The assessment document used to score proposed projects can be found This form is to be completed for all technology projects for which new or additional funding is requested from the Nebraska Legislature. An expanded description of the requests for which this form needs to be completed is available at <http://www.nitc.state.ne.us/forms/>.

Contact information regarding this form:

Office of the NITC
 521 S 14th Street
 Lincoln, NE 68508
 Phone: (402)471-3560 Fax: (402)471-4608
 E-mail: info@cio.state.ne.us

Comments or questions about this form should be direct to the Office of the NITC:

Mail: 521 S 14th Street
 Lincoln, NE 68508
 Phone: (402) 471-3560
 Fax: (402) 471-4608
 E-mail: info@cio.state.ne.us

Section I: General Information (Required)

Project Title	
Agency (or entity)	

Contact Information for this Project:

Name	
Address	
City, State, Zip	
Telephone	
E-mail Address	

General Information (check boxes):

1. Is the project...?

<input type="checkbox"/>	Discretionary
<input type="checkbox"/>	Non-discretionary [Specify reason:]

Project Proposal Form2. Type of project

	<u>New IT system</u>
	<u>E-government application for customers or employees</u>
	<u>Automation of an operational activity</u>
	<u>Implementation of new technology</u>
	<u>Modification of existing IT system</u>
	<u>Update or upgrade to maintain system functionality</u>
	<u>Enhancement to provide additional functionality</u>
	<u>Replacement of an existing system</u>

Project Proposal Form**Section II: Executive Summary** (Required)

Provide a one or two paragraph summary of the proposed project. This summary will be used in other externally distributed documents and should therefore clearly and succinctly describe the project and the information technology required.

Section III: ~~Goals and Objectives~~ (Required) Goals, Objectives, and Projected Outcomes

~~1.1. Describe the project, including the~~ including: specific goals and objectives; expected beneficiaries of the project; and expected outcomes.

~~2. Describe the measurement and assessment methods that will verify that the project outcomes have been achieved.~~

~~2.3. Describe the project's relationship to the entity's~~ your comprehensive information technology plan.

~~3. Describe the project's objectives and how they support the goals of the NITC and/or the priorities of the Community Council, Education Council, and/or State Government Council. [These goals and priorities can be found in Section 1 of the Statewide Technology Plan at <<http://www.nitc.state.ne.us/stp/>> or <<http://www.nol.org/home/IRC/pdf/stp/section1.pdf>>. For comparison and reference purposes, please refer to the goals and priorities using their alphanumeric designation (e.g. NITC-1, CC-1).]~~

~~Section IV: Scope and Projected Outcomes~~

Section IV: Project Justification / Business Case

~~Describe the project's specific scope and projected outcomes, including any important exclusions. Please provide the project justification in terms of tangible benefits (an economic return on investment) and/or intangible benefits to the agency or public.~~ The narrative should address the following:

~~1. Beneficiaries of this project and the need(s) being addressed;~~

~~2. Expected outcomes of the project;~~

~~3. Measurement and assessment methods that will verify project outcomes;~~

~~4. Significant constraints of the project (Constraints are factors that will limit the project management team's options.);~~

~~5. Significant assumptions relating to the project (Assumptions are factors that, for planning purposes, will be considered to be true.);~~

Project Proposal Form**Section V: Project Justification / Business Case**

Justify the project either in terms of an economic return on investment or other benefits to the entity or the public. The narrative should address the following:

- ~~1. Cost/benefit analysis and a life cycle cost analysis;~~ 1. Tangible benefits: Economic cost/benefit analysis.
- ~~2. Impact the project will have on the~~ 2. Intangible benefits: Benefits of the project for customers, clients, and citizens. What services or processes will be changed or implemented, with respect to customer service, productivity, quality, or performance; citizens and/or benefits of the project for the agency.
- ~~3. Impact the new system has on current problems and how it will impact the entity's policies, procedures, standards, staffing, costs, and funding;~~
- ~~4. Other~~ 3. Describe other solutions that were evaluated, including their strengths and weaknesses, and why they were rejected. Include their strengths and weaknesses. Explain the implications of doing nothing and why this option is not ~~acceptable;~~ acceptable.
- ~~5. The project's compliance with any~~ 4. If the project is the result of a state or federal mandates. If yes, please specify the mandate being addressed.

Section VI: Implementation

Describe the implementation plan—from design through installation and ongoing support—for the project. The narrative should address the following:

- ~~1. Project sponsor(s) and stakeholder acceptance analysis;~~
- ~~2. Define the roles, responsibilities, and required experience of the project team;~~
- ~~3. List the major milestones and deliverables for each milestone;~~
- ~~4. Training and staff development requirements and procedures;~~
- ~~5. Maintenance and on-going support requirements, plans and provisions.~~

Project Proposal Form**Section VII: Technical Impact**

Describe how the project enhances, changes or replaces present technology systems, or if new systems are being added. The narrative should address the following:

1. Descriptions of hardware, software, and communications requirements for this project. Describe the strength and weaknesses of the proposed solution;
- ~~2. Rationale for determining the selection and appropriateness of the proposed technology components compared to the needs of the users;~~
2. Issues pertaining to reliability, security and scalability (future needs for growth or adaptation);
- ~~4. Appropriateness of the key technologies with respect to~~ 3. Conformity with applicable NITC technical standards and guidelines (available at <http://www.nitc.state.ne.us/standards/>) and generally accepted industry standards;
4. Compatibility with existing institutional and/or statewide infrastructure.

Section VI: Preliminary Plan for Implementation

Describe the preliminary plans for implementing the project. The narrative should address the following:

1. Identify project sponsor(s) and examine stakeholder acceptance;
2. Define the roles, responsibilities, and required experience of the project team;
3. List the major milestones and deliverables for each milestone;
4. Training and staff development requirements and procedures;
5. Ongoing support requirements, plans and provisions.

~~VIII:~~Section VII: Risk Assessment

Describe possible barriers and risks related to the project. ~~(If a detailed risk assessment has been performed, please attach.)~~ The narrative should address the following:

1. ~~Describe the risk assessment which has been performed on this project;~~

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1. List the identified risks, and relative importance of each;

3.2. Identify strategies which have been developed to minimize ~~risks~~; risks.

4. ~~Impact if project is not completed as proposed.~~

Project Proposal Form**Section ~~IX~~VIII: Financial Analysis and Budget** ~~(Required)~~**1.** Financial Information

Financial and budget information can be provided in either of the following ways:

- (1) If the information is available in some other format, either cut and paste the information into this document or transmit the information with this form; or
- (2) Provide the information by completing the spreadsheet provided with this document.

Instructions: Double click on the Microsoft Excel icon below. An imbedded Excel spreadsheet will be launched. Input the appropriate financial information. Close the spreadsheet. The information you entered will automatically be saved with this document. If you want to review or revise the financial information, repeat the process just described.



Excel Spreadsheet
(Double-click)

2. Provide any on-going operation and replacement costs not included above, including funding source if known:

3. Please indicate where the funding requested for this project can be found in the agency budget request, including program numbers. Also, please provide a breakdown of all non-state funding sources and funds provided per source.